

NASPNCLA INSTRUCTION 4424.1A

Subj: MATERIAL OBLIGATION VALIDATION (MOV) PROGRAM PROCESSING

1. Purpose. To establish procedures to manage Material Obligation Validation (MOV) requests received from Inventory Control Points (ICP's) and to ensure responses are submitted within the required time frame in order to prevent involuntary cancellation of requisitions.

2. Cancellation. NASPNCLAINST 4424.1

3. Background. Failure to respond to MOV requests from Inventory Control Points can result in the loss of thousands of dollars to requisitioners. If an activity fails to respond within the required time frame, requisitions are automatically canceled and assigned a "BS" (canceled) status code. Many man-hours are expended in an attempt to reinstate the requisition and prevent loss of funds. In order to coordinate this function, a control point was established in the Supply Department, Planning/Administrative Division, Customer Services Branch (CSB).

4. Information. A material obligation represents the unfilled quantity of a requisition which is not immediately available for issue to the requestor, and is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Material obligations are considered to be an overage for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. Inventory Control Points forward MOV requests for overage material obligations to the Defense Automatic Addressing System (DAAS) which are transmitted to requisitioners in accordance with the four-cycle MOV schedule. The purpose of an MOV request is to:

a. Determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required.

b. Ensure overage material obligations reflected in the Inventory Control Point records agree with the material outstanding records of the requisitioner.

5. Responsibility. Supply Department, NAS Pensacola, is the central receiving point for all MOV listings from ICP's. Upon receipt, Fleet and Industrial Supply Center Jacksonville (FISC JAX) will forward a complete listing in UIC N00204 and in Julian date order on a letter of transmittal to the Commanding Officer, Supply Department (Code 19150), Naval Air Station Pensacola, 750 Industrial Road, Pensacola, Florida 32508-5014. A representative of the Customer Services Branch will sign for listings and return receipt to FISC JAX (Code 150).

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6. Action

a. Supply Department, Planning/Administrative Division, Customer Services Branch (CSB) will:

- (1) Sort listings by NAS Pensacola departments/activities.
- (2) Distribute listings to applicable departments/activities, specify date listings are to be returned to CSB, and obtain a signature upon receipt.
- (3) Verify that all listings are accounted for by annotating (date and initials) on computer listing.
- (4) Return listings to FISC JAX within the required time frames (or obtain extension to prevent cancellation of needed material) and obtain acknowledgement of receipt.

b. Department/Activity representatives will:

- (1) Acknowledge receipt of MOV listings by signing transmittal letter from CSB.
- (2) Validate continuing need for the material and respective quantity.
- (3) Return listings to CSB within the requested time frames.

c. Customer Services Branch will submit a memo on any problems encountered while administering this program and maintain the required documents to conduct audit trails of the program. A memo of MOV listings received and returned to ICP will be provided by the Supply Officer via Planning Division Officer within one working day after completion of MOV review.

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(NASPNCLAINST 5216.1R)

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